



Standard Operating Procedure



Trade License User SOP

DOCUMENT

Project Name	Version	Document Name	Date	Reference	Sign of approval from UADD
e-Nagarpalika	1.0	Trade License User SOP	05.07.2020		



Flow Chart:-

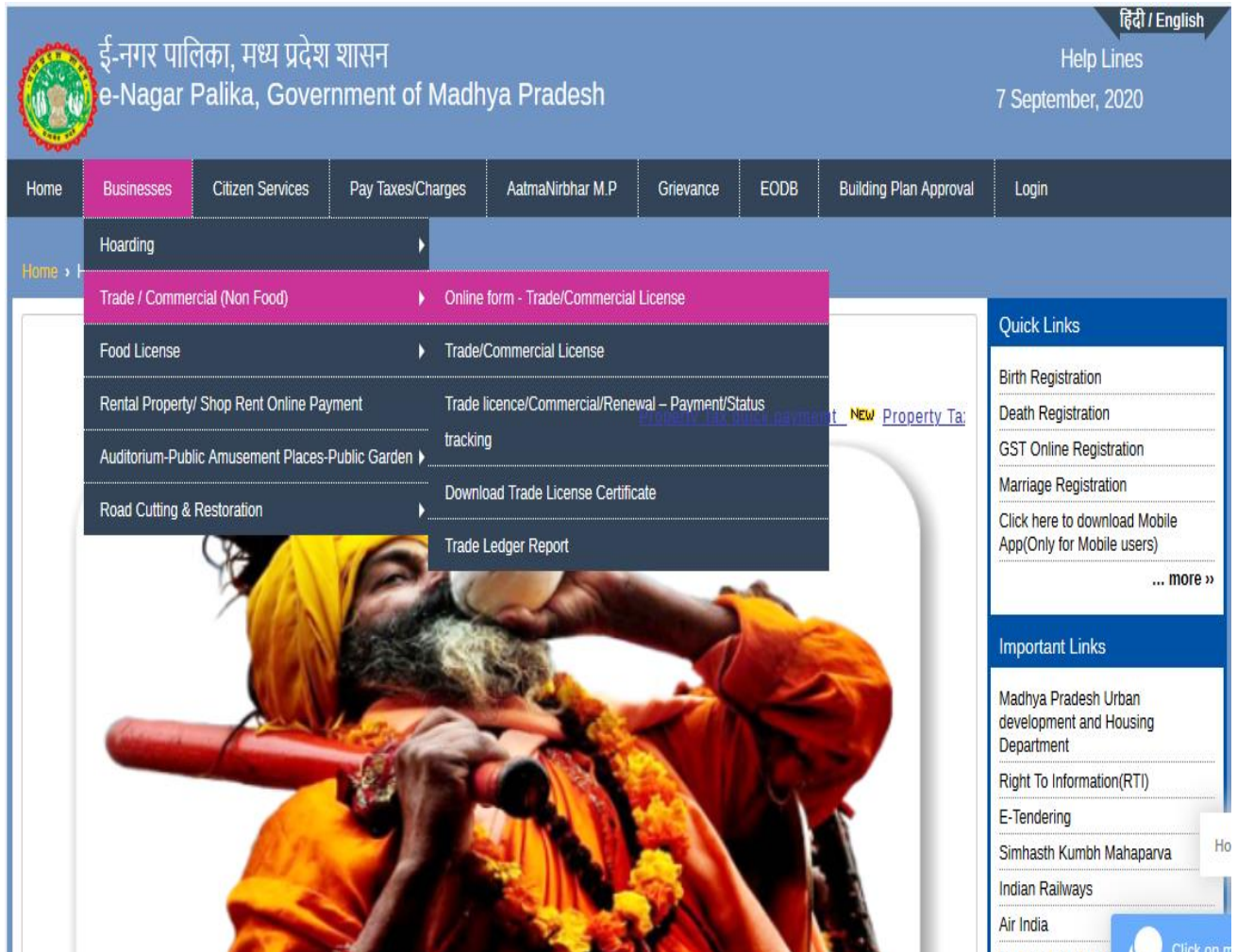
Trade License Registration Process



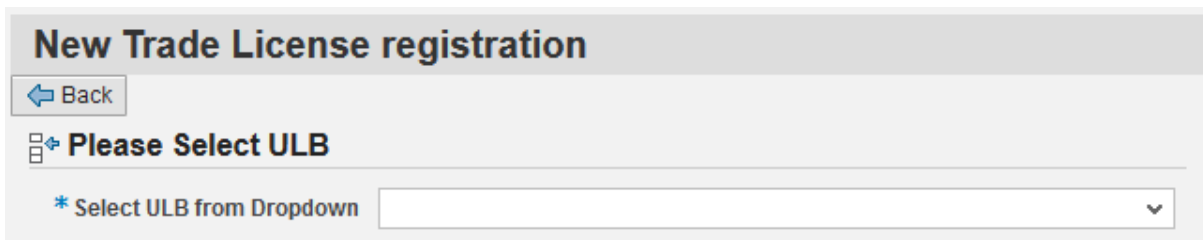


For Proceed the service kindly follow the below points:-

First Citizen/Applicant will go to the portal and select the Business -> Trade License (Non Food) -> Online Form – Trade/Commercial License as given below ↓



After selecting the service portal page will asks to select a ULB to proceed further ↓





After selecting ULB portal open a form, applicant will fill the form and attach required documents. Mandatory field & documents marked with star



New Trade License registration

[Back](#)

Please Select ULB

* Select ULB from Dropdown GWALIOR NAGAR NIGAM/ग्वालियर नगर निगम

General Details/सामान्य विवरण

Legacy Number/लियेसी नंबर	<input type="text"/>	* Date Of Application/आवेदन की तारीख	<input type="text" value="07.09.2020"/>
* Trade Type/व्यापार प्रकार	<input type="text"/>	City/शहर	<input type="text" value="GWALIOR NAGAR NIGAM"/>
* Ward/वार्ड	<input type="text"/>	Zone	<input type="text" value="000"/>
* Applicant first name/अवेदक प्रथम नाम	<input type="text"/>	* Applicant Last Name/अवेदक अंतिम नाम	<input type="text"/>
* Father/Husband First Name/पिता/पति का नाम	<input type="text"/>	* Father/Husband Last Name/पिता/पति आखिरी नाम	<input type="text"/>
* Mobile No. /मोबाइल नंबर	<input type="text"/>	Email/ईमेल	<input type="text"/>
Property Id / संपत्ति आईडी	<input type="text"/>		

Firm Name & Address/फर्म का नाम और पता

* Messrs/Firm Name/मेसर्स / फर्म का नाम	<input type="text"/>	* Type of Firm/फर्म का प्रकार	<input type="text"/>
* House /Plot/Building No/हाउस /प्लॉट/ बिल्डिंग नंबर	<input type="text"/>	* Street/सड़क	<input type="text"/>
* Pincode/पिन कोड	<input type="text"/>	* State/राज्य	<input type="text" value="Madhya Pradesh"/>
* Country/देस	<input type="text" value="India"/>	Joint Partner Name (If Any)	<input type="text"/>

Upload Required Documents

Proprietor / Owner photograph/मालिक / स्वामी फोटो	<input type="button" value="Browse..."/> No file selected.
Firm /Office photograph/फर्म / ऑफिस तस्वीर	<input type="button" value="Browse..."/> No file selected.
Owned premises- Property tax receipt, Property registration details/स्वामित्व वाले परिसर - संपत्ति कर रसीद, संपत्ति पंजीकरण	<input type="button" value="Browse..."/> No file selected.

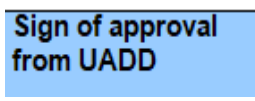
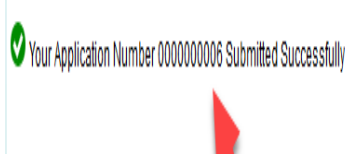
* Self attested Rent agreement (If Rented property) and Property tax receipt (If self own property)	<input type="button" value="Browse..."/> No file selected.
* Government ID proof (Voter ID/PAN Card/Driving license/Aadhar Card/Rent Agreement / Partnership)	<input type="button" value="Browse..."/> No file selected.
* Self Certificate/ Affidavit / स्व प्रमाणपत्र / एफिडेविट	<input type="button" value="Browse..."/> No file selected.

Please Enter Trade Item Type's

*Select Item Code from Below सूची के नीचे से आइटम कोड चुनें	Description/विवरण	Rate/मूल्य/किंम करें	Quantity/मात्रा

Agree All the Terms and Conditions of e-NagarPalika

After click on submit button portal will generate application/reference number for track the application status, applicant can track the status of application at any level.



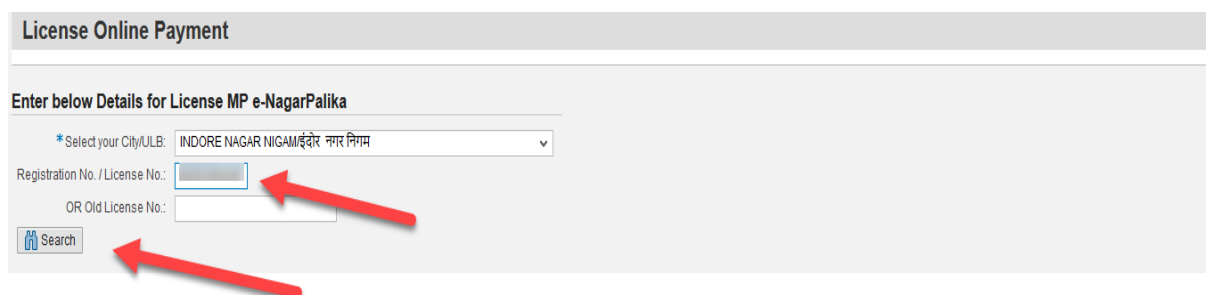


ULB authorized user review application along with attached documents. Based on application review report ULB User will approve or reject the application, After the approval Citizen/Applicant can pay online Fees for Certificate as shown below

For Track/Pay against the application, Select Business -> Trade / Commercial (Non Food) - > Trade license / Commercial/Renewal status tracking ↓



Select ULB and type License number, then click on search. ↓



After providing required details to portal , the new page will open , here applicant can see the payment details and can make payment as well by click on go for payment ↓



License Online Payment

Enter below Details for License MP e-NagarPalika

*Select your City/ULB: **INDORE NAGAR NIGAM/इंदौर नगर निगम**

Registration No. / License No.:

OR Old License No.:

Trader Details

Registration No.:

Trader Name: **MURTAZA KHAMBATI**

Firm Name: **ROYAL TRADING**

Mobile:

House No./Name: **21. GADI ADDA PANI KI TANKI KE PASS**

Street/Locality: **INDORE**

City: **INDORE NAGAR NIGAM**

Ward: **Head Office Indore**

Zone: **003**

Fees Detail

Old Arrear:	0.00
Current Year Demand:	1,000.00
Service Charge:	5.00
Penalty:	0.00
Application Form Fees:	0.00
Total:	1,005.00

afterwards click on 'Go for Payment' the portal redirect the applicant to payment page where applicant can make payment with any desired method. ↓

AXIS BANK | EASYPAY

Enagarpalika MP

Merchant Id : ULB Code : 0152

Transaction No : Currency : INR

Amount : 1005.00

URN
(SAVE FOR FUTURE REFERENCE)

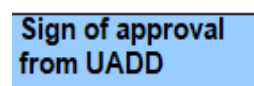
Terms and Conditions :
I accept the Terms and Conditions contained herein that shall apply to any person using the services of Easypay provided by Axis Bank for making payments through an online payment gateway service. Each User is therefore deemed to have read and accepted these Terms and

Payment Options

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Once Payment completed the applicant can download the certificate from the portal as shown below.

Applicant Select Business -> Trade / Commercial (Non Food) -> Download Trade License certificate ↓





The screenshot shows the e-Nagar Palika website interface. At the top, there is a header with the Government of Madhya Pradesh logo and the text 'ई-नगर पालिका, मध्य प्रदेश शासन' and 'e-Nagar Palika, Government of Madhya Pradesh'. The date '7 September, 2020' is displayed on the right. A navigation menu includes 'Home', 'Businesses', 'Citizen Services', 'Pay Taxes/Charges', 'AatmaNirbhar M.P.', 'Grievance', 'EODB', 'Building Plan Approval', and 'Login'. The 'Businesses' menu is expanded, showing options like 'Hoarding', 'Trade / Commercial (Non Food)', 'Food License', 'Rental Property/ Shop Rent Online Payment', 'Auditorium-Public Amusement Places-Public Garden', and 'Road Cutting & Restoration'. The 'Trade / Commercial (Non Food)' option is selected, and a sub-menu is visible with 'Download Trade License Certificate' highlighted. On the right side, there are sections for 'Quick Links' (Birth Registration, Death Registration, GST Online Registration, Marriage Registration) and 'Important Links' (Madhya Pradesh Urban development and Housing Department, Right To Information(RTI), E-Tendering, Simhasth Kumbh Mahaparva, Indian Railways, Air India, Madhya Pradesh P).

Then type license no. and click on 'Get Certificate'

The screenshot shows a form titled 'Download License Certificate'. Below the title, there is a text input field with the label '* Registration / License Number:' and a yellow button with a download icon and the text 'Get Certificate'.

Certificate will download.

Thank You